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SEP 20 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director  
Deputy Director for AdministrationFROM: Robert W. Magee  
Director of PersonnelSUBJECT: Senior Intelligence Service Positions  
Directorate of Administration

25X1 1. Action Requested: Your approval to upgrade two positions in the Office of Information Technology (OIT), Directorate of Administration, from SIS-1/2 to SIS-03. ☐

25X1 2. Background: The Position Management and Compensation Division (PMCD) of the Office of Personnel recently completed position classification reviews of the positions of Chief, Systems Engineering Group and Chief, Processing Systems Group. Based upon these reviews, PMCD has determined that both positions warrant upgrading from the SIS-1/2 to the SIS-03 level. The rationale for these determinations is provided in the attachment to this memorandum. This action will not change the current SIS position allocation for the Directorate of Administration. ☐

3. Recommendation: It is recommended that you approve the following actions:

a. Upgrade the position of Chief, Systems Engineering Group, Office of Information Technology, from SIS-1/2 to SIS-03.

(✓) Approve

( ) Disapprove

b. Upgrade the position of Chief, Processing Systems Group, Office of Information Technology, from SIS-1/2 to SIS-03.

(✓) Approve

( ) Disapprove ☐

Robert W. Magee

Robert W. Magee

Attachment

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EXEC  
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P-100

SECRET

SUBJECT: Senior Intelligence Service Positions  
Directorate of Administration

CONCUR:


Signed: 

24 SEP 1985

25X1

Deputy Director for Administration


Date

  
Executive Director

Date

APPROVED:

25X1

   
Deputy Director of Central Intelligence

01 OCT 1985

Date

25X1

OP/PA&E/PMCD/DABranch  (16Sep85)

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Chief, Systems Engineering Group, Office of Information Technology,  
Directorate of Administration

25X1 This position serves as Chief, Systems Engineering Group (SEG), one of  
25X1 eight operating groups within the Office of Information Technology (OIT). The  
position's incumbent is responsible for planning, managing, directing, and  
coordinating all Group activities and resources. Group activities are carried  
out by employees of the three divisions who staff [ ] full-time professional,  
technical, and clerical positions. This work force is supplemented by [ ]  
contractor personnel. SEG is responsible for providing operating systems,  
data base management systems, and other systems software for OIT computer  
complexes which support OIT, Agency, and Intelligence Community applications.  
Systems Analysts and Systems Programmers predominate in SEG; they are  
25X1 considered technical experts in the area of computer software and act as  
consultants to other programmers in OIT and throughout the Agency. [ ]

Chief, SEG, functions as a manager, technical leader/consultant, and  
operating systems designer. As a manager, the individual oversees and ensures  
the implementation and enhancement of all operating system software for five  
large computer complexes which have large and various peripheral equipment.  
Additionally, the individual acts as lead consultant on the design,  
development, and testing of information handling systems in support of  
critical on-line activities of Agency-wide importance, and proposes future  
initiatives and policy for the Office. In behalf of the Director, OIT, the  
incumbent consults with senior officials and components on matters pertaining  
25X1 to systems software, computer security, communications, minicomputers, and/or  
future computer architecture. [ ]

In order to discharge the duties of this position, the incumbent is  
required to have expert knowledge of the concepts and conventions of systems  
programming (i.e., systems architecture and design, software practice,  
operating and data base system fundamentals, and time sharing principles);  
extensive knowledge of the design and internal workings of terminals, with  
25X1 emphasis on those used by the Agency; and extensive knowledge of hardware and  
software systems provided by major computer vendors. [ ]

Evaluation of this position addressed three important factors: (1)  
managerial responsibilities over a work force where the base level of  
substantive work has been determined to be at the GS-14 level, (2) the breadth  
and complexity of assignments, and (3) the impact and criticality of Group  
programs and activities. The size, composition, and grade levels of the work  
force weigh most heavily and are sufficient to conclude that the managerial  
responsibilities of this position exceed the current SIS-1/2 level. The  
strength of the other factors further support this conclusion. Comparisons  
against other group chief positions in OIT revealed that subject position  
equates to those established at the SIS-03 level in terms of level of  
managerial responsibilities, complexity of assignments, and scope of program  
activities. Accordingly, it is recommended that this position be allocated at  
25X1 the SIS-03 level. [ ]

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Chief, Processing Systems Group, Office of Information Technology,  
Directorate of Administration

25X1 This position serves as Chief, Processing Systems Group (PSG). The Group  
25X1 is comprised of three divisions and staffed with [ ] professional, technical,  
and clerical personnel and [ ] contractor personnel. PSG is responsible for  
the design, development, acquisition, installation, operation, and maintenance  
of the equipment and computer centers used by all Office of Information  
Technology (OIT) systems, including the Secure Analyst File Environment (SAFE)  
and COMIREX Automated Management Systems (CAMS) projects. The Group also has  
responsibility for identifying, acquiring, and integrating new technology to  
satisfy data processing and data communications requirements. PSG programs  
25X1 support the requirements of OIT, the Agency, and other members of the  
Intelligence Community. [ ]

As Chief, PSG, the incumbent is responsible for planning, managing, and  
directing resources to ensure adequate ADP support. Specific responsibilities  
include providing new data processing and data communications equipment,  
maintaining hardware, ensuring the efficient and effective management of five  
data centers, and evaluating computer performance to achieve maximum computer  
system availability goals. Additional data processing activities include  
providing general management for Wang and other word processing support for  
the Agency, providing support to the New Building Project Office to assure  
that associated data communications projects integrate with the new building  
architecture, managing the construction and design of the new computer  
facility, and managing programs for the replacement of the terminal with a new  
work station that will satisfy the need to integrate data processing and word  
processing functions. It is the incumbent's responsibility to approve new  
25X1 projects, to periodically review the progress of on-going initiatives, and to  
obtain adequate resources to support these projects. [ ]

This position requires extensive knowledge and experience in the fields of  
computer science and electrical engineering. It also requires experience in  
the development of large, complex data processing and data communications  
systems as well as knowledge of computer center operations and management. A  
fundamental understanding of the Agency's missions, functions, and objectives  
and a detailed knowledge of the Agency's ADP policy, budget, and procurement  
25X1 methods are essential. [ ]

Evaluation of this position addressed the level and type of management  
responsibilities, knowledge required, scope and effect of the work, and  
complexity of assignments. In these areas, the position equates fully to  
other group chief positions in OIT which are graded at the SIS-03 level.  
25X1 Accordingly, it is recommended that this position be allocated at the SIS-03  
level. [ ]